



# THE WEB.ICASS FEED



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## RECENT REFERENCE TABLE UPDATES

### *What's new in the Recent Reference Table Updates*

Be on the lookout for several reference table updates as you prepare your 2009 initial budget. We released the following updates automatically, via messaging:



- American salaries and PAT
- agency codes
- non-personnel cost pools
- factor groups
- new sub-object 2512



**IMPORTANT:** If you have configured a laptop to run Web.ICASS and you intend to bring it to this year's budget workshops, be sure to download the 10/15 reference table file from the [ICASS website](#) and manually update your reference tables on the laptop. This file contains all the updates listed above, so you only need to download this one file!

## FACTOR GROUP CHANGES

### *Factor Groups are Appearing/Disappearing... What's Going On?*

Remember [2008 State 073631](#)? As broadcast therein, we released a reference table update on 9/29 to remove certain factor groups from the software for cost centers 7820 and 7860. In addition, this update:

- applied the factor group names for "LE Staff" and "Contractor" consistently across the entire application (in other words, the software no longer refers to "LES" or "USC");
- added factor groups to cost center 6196 (Lite posts); and
- broke out the factor group "USC & Other" for cost center 5880 into two separate factor groups ("Contractor" and "Other").



## NEW FACTOR GROUPS FOR PAYROLLING

### *Watch Out – Order of Factor Groups Changed For Payrolling*

The 10/15 reference table update added two new factor groups to cost center 6222 - Payrolling for "TCN" and "Contractor." You may have noticed that the order of factor groups is different now. Be especially careful to check the workload data for:

- "LE Staff" (which is now the 5<sup>th</sup> factor group instead of the 2<sup>nd</sup>); and
- "Other" (which is now the 4<sup>th</sup> factor group instead of the 3<sup>rd</sup>).





## UPGRADE TO WEB.ICASS 2.28.00 TODAY

*Myth: ICASS Upgrade Causes PASS Applications to Stop Working*

*Reality: Agency Code Reference Updates Aren't Recognized By PASS Procurement*



Don't wait to install 2.28.00! Users of PASS Procurement report difficulty with accessing "At Post" ICASS Billing Codes when Procurement and ICASS are on the same server. The problem is not within the ICASS software or the new 2.28.00 release. PASS Procurement does not recognize the ICASS business process of periodic updates of the ICASS Agency Billing Codes. Until Web.PASS releases a software update, the workaround is to run *Verify* on a 2009 plan in the Web.ICASS application.



## ATTENTION: UPDATED BUDGET CHECKLIST



The FY 2009 ICASS initial budget checklist has been updated to include a few additional items as well as edits. Revisions were made on October 17 and are highlighted in yellow. Please access this updated list when preparing your ICASS initial budget.

## SEE YA AT THE WORKSHOPS!



### Software Assistance at the ICASS budget workshops

A representative from the Software Team will be onsite and available to provide you with one-on-one Web.ICASS budgeting guidance. Look for him/her and feel free to schedule time to answer your questions. We're more than happy to help you fully master the software to achieve your budgeting needs! Here's who will be at each workshop and the dates we'll be onsite:

EUR-IO: Jim Nunno (10/27 and 10/28)

AF: Michelle Frederick (11/3 through 11/7)

NEA/SCA: Michelle Frederick (11/10 through 11/14)

EAP: Michelle Frederick (11/17 and 11/18)

WHA: Jim Nunno (12/1 and 12/2)



In addition, Tri Bui from our ICASS Technical Support team will be onsite at the AF workshop in order to assist with Web.ICASS technical issues.

